

MASSACHUSETTS DEPARTMENT OF CORRECTION

CLOTHING, LINEN, AND LAUNDRY

103 DOC 755

TABLE OF CONTENTS

755.01 GENERAL POLICY.....	2
755.02 INSTITUTIONAL CONTROLS.....	2
755.03 CLOTHING.....	2
755.04 STATE CLOTHING ISSUANCE.....	3
755.05 LINENS AND BEDDING.....	5
755.06 LAUNDRY SERVICES.....	5

MASSACHUSETTS DEPARTMENT OF CORRECTION	DIVISION: PDCU
TITLE: CLOTHING, LINEN, AND LAUNDRY	NUMBER: 103 DOC 755

PURPOSE: The purpose of this document is to establish Department of Correction policy concerning the issue of clothing and linen to inmates, and the provision of laundry services at all correctional facilities.

REFERENCES: M.G.L., Chapter 124 ,Section 1 (c) and (q) .

APPLICABILITY: Staff

PUBLIC ACCESS: Yes

LOCATION: DOC Central Policy File/Institution Policy
File/Special Unit Director's Policy File/Inmate
Library

RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:

- Director of the Policy Development and Compliance Unit
- Superintendent

EFFECTIVE DATE: 10/31/2008

CANCELLATION: This policy cancels all previous Department policy statements, bulletins, directives, orders, notices rules or regulations regarding clothing, linen and laundry which are not consistent with this policy.

SEVERABILITY CLAUSE: If any part of this policy is, for any reason, held to be in excess of the authority of the Commissioner, such decision will not affect any other part of this policy.

755.01 **General Policy**

The Department of Correction shall make every effort to comply with all applicable sanitation as required in 105 CMR 451, Minimum Health and Sanitation Standards for Correctional Facilities, and personal hygiene concerns related to inmate clothing, bedding, linen, and laundry.

755.02 **Institutional Controls**

Each institutional Superintendent shall ensure that, at a minimum, the following are provided:

1. The appointment of an employee to be responsible for the supervision of the issuance, and laundering, as required, of clothing, bedding, and linen.
2. Appropriate storage area for the clothing, bedding, and linen, and such stores exceed that required for institution's maximum population.
3. A system of accountability for inmate clothing, bedding, and linen to include an inventory process and a recording of issuance and return.
4. The issuance and/or return of all clothing, bedding, and linen shall be documented in the Inmate Property module of IMS and in accordance with 103 CMR 403.

755.03 **Clothing**

Each superintendent shall develop written procedures to ensure that, at a minimum, the following are provided:

1. The issuance of suitable clothing to all inmates to preserve health and comfort at all times of the year. Clothing is properly fitted, climatically suitable, durable, and presentable.
2. Inmates assigned to special work areas are clothed with special/protective clothing in accordance with work assignment and that such

seasonal clothing be issued as weather conditions require.

3. Inmates assigned to a special management unit shall be issued clothing that is color-coded differently from that of the general population. Facilities with special management units shall develop written procedures designating the color to be used and the process by which the clothing will be issued.
4. All clothing, standard, special or civilian, be properly recorded and inventoried as per 755.02 (3) and (4).

755.04 State Clothing Issuance

The initial issue for inmate clothing is accomplished at the onset of incarceration and with the exception of items marked seasonal or site specific shall be retained by the inmate throughout any Departmental transfer. Items listed as seasonal or site specific may be retained by the transferring facility upon the inmates transfer and reintroduced to inventory. Supplementary issues to the initial issuance should only be accomplished on an in kind basis, meaning a one for one exchange. Exchanges should only be made if warranted by normal wear, or change in security classification (i.e., segregation placement). Special care must be taken to ensure that deliberate destruction of clothing is limited and reimbursement is made for deliberate misuse.

1. The initial issue for male inmates housed in maximum and medium security level facilities is comprised of:
 - (3) Elastic waist pants (site specific)
 - (3) V-neck pocketed pullover (site specific)
 - (5) Crew-neck Tee shirts
 - (5) Under shorts
 - (5) Pairs of socks
 - (1) Sneakers (deck shoes)
 - (1) Winter jacket (seasonal)
 - (1) Laundry bag
 - (1) Wash cloth
 - (2) Towels

- (1) Sweatshirt (seasonal) State Hospital only
- (1) Stocking hat (seasonal) State Hospital only

Minimum and pre-release security level initial issues will be the same except that the elastic waist pants will be replaced with denim dungarees, and the V-neck shirts will be replaced with chambray shirts.

- 2. The initial issue for female inmates is comprised of:

- (3) Elastic waist jeans
- (5) T-Shirts
- (1) Sweatshirt
- (5) Bras
- (5) Briefs
- (5) Pairs of socks
- (1) Housecoat
- (1) Pair of slippers
- (1) Sneakers (deck shoes)
- (1) Winter jacket (seasonal)
- (1) Laundry bag
- (1) Wash cloth
- (2) Towels

Superintendents of facilities housing female offenders shall develop written procedures for issuing clothing to pregnant inmates.

- 3. The following specialty clothing will be available at Central Clothing. Inmate specialty clothing is intended for those inmates who are employed in institutional jobs that require said clothing articles, and are not intended for the general population. Upon termination of employment or seasonal requirements, said articles should be confiscated, cleaned and recycled.

- Thermal underwear (issued to outside work crews only)
- Stocking cap (issued to outside work crews only)
- Kitchen V-neck white shirts
- Kitchen elastic waist white pants
- Kitchen aprons

- * NOTE: Under no circumstances shall returned undergarments be re-issued. Should outer clothing be re-issued, it is to be properly laundered in hot water with a satisfactory detergent prior to re-issue.
- 4. Upon release of an inmate, all state issued clothing other than socks, undergarments, and the basic clothing necessities should be returned and redistributed to the institutional clothing inventory or transferred back to the committing institution.
- * NOTE: Under no circumstances shall returned undergarments be re-issued. Should outer clothing be re-issued, it is to be properly laundered in hot water with a satisfactory detergent prior to re-issue.
- 5. All clothing issued shall be documented in the Property module of the inmate management system (IMS).

755.05 Linens and Bedding

Each superintendent shall develop written procedures to ensure that, at a minimum, the following are provided:

Suitable clean bedding and linens to include one fire retardant mattress, not to exclude a fire retardant mattress with integrated pillow, sufficient fire retardant blankets to maintain comfort under existing temperature controls, two sheets, a pillow, pillowcase, two towels, and a washcloth be issued to each inmate upon commitment. The issuance and return of the above articles shall be recorded as per 755.02 (3).

755.06 Laundry Services

Each superintendent shall develop written procedures to ensure access to a central laundry service, self-serve washer/dryer, central clothing exchange, or a combination of the above to provide the following, at a minimum:

1. That inmates are provided the opportunity to have three complete sets of clean clothing per week.
2. That inmates are provided the opportunity to exchange/laundry linens, including towels, at least weekly.
3. That inmates are provided the opportunity to exchange/laundry blankets at least every three months.
4. That all linens and bedding be laundered prior to reissuing.
5. That a thorough cleaning and, when necessary, disinfecting of inmate personal clothing before storage or before allowing the inmate to keep and wear personal clothing.